

Population Leadership Program
Sr. Technical Advisor: Rehabilitation/HIV/AIDS
USAID/Vietnam (RDM/A)
Location: Hanoi, Vietnam
PLP-04-132

INTRODUCTION:

USAID/Vietnam Regional Development Mission Asia (RDM/A) is responsible for the development and management of programs in Thailand, Laos, Burma, China and Vietnam as well as regional initiatives in South and Southeast Asia. The Vietnam program office is responsible for improved access to services for selected vulnerable groups and focuses on HIV/AIDS, prevention, care, support and mitigation; disabilities, disaster mitigation, and anti-trafficking activities. HIV/AIDS, anti-trafficking and related programs fall under the title HIV/AIDS Health.

POSITION SUMMARY:

This AIDS Technical Advisor position is located in the HIV/AIDS and Health Office of USAID Vietnam in Hanoi. The primary focus of this position is on drug rehabilitation activities and HIV/AIDS prevention managed by USAID/Vietnam. Under the general supervision of the HIV/AIDS and Health Program Manager, the incumbent will serve as an important member of the USAID/Vietnam team. The Sr. Technical Advisor will be responsible for management of consultative, advisory, monitoring, data collection and analysis, and evaluative aspects within the drug rehabilitation and HIV/AIDS sectors. The Sr. Technical Advisor duties will include: collaboration and coordination with Mission colleagues in the USAID Regional Development Mission/Asia in Thailand; interaction with the Office of HIV/AIDS, the Bureau for Global Health and the ANE Bureau in Washington DC; collaboration with colleagues from the local donor community, government officials, and NGOs. The majority of the incumbent's time will be spent in Hanoi; with regional duties assigned as the rehabilitation and HIV/AIDS strategies and programs in the region evolve.

The incumbent will be responsible for program management and evaluation, liaising with donors, partners and Ministries of Health and Labor, Invalids and Social Affairs (MOLISA) officials, and identification and resolution of issues affecting overall program performance. Additional responsibilities include: working collaboratively with USAID/Vietnam's multiple implementing partners, especially those working in HIV/AIDS (currently Family Health International, the POLICY project, International Center for Research on Women (ICRW) etc.); coordinating meetings, monitoring and evaluating programs; providing technical insight, recommending solutions, and reporting on USAID-financed HIV/AIDS activities. The incumbent will oversee and coordinate with the Rehabilitation and HIV/AIDS Development Specialist, and will also coordinate occasionally with Ambassadorial and State Department site visits and meetings.

ROLES AND RESPONSIBILITIES:

The duties and responsibilities of the AIDS Technical Advisor for Rehabilitation/HIV/AIDS Programs will include, but are not limited to:

A. Rehabilitation Activity Management:

- Conduct routine visits of project sites and activities.
- Respond to requests of partners (i.e. MOH, MOLISA, WHO, other agencies and NGOs) and articulate and justify rehabilitation and HIV/AIDS prevention activities to the GOV and other donors.

- Develop sustainability strategies designed to facilitate greater impact of NGO activities and provide direction and capacity building to local NGOs.
- Provide direction to HIV/AIDS prevention, care and support activities as they relate to rehabilitation.
- Take an active role in donor coordination events in support of project activities.
- Develop official USAID documentation such as the Congressional Budget Justification and Annual Reports, Action Memos, Justification, Implementation Letter (IL), Acquisition documents (MAARDS) and others.
- Work closely with CDC, DOL and DOD-sponsored programs and facilitate communications amongst and between USAID/Vietnam cooperating agencies and their local partners.
- Manage timely reporting of project accrual information; and financial reports from HIV/AIDS program partners giving particular attention to the data pertaining directly to activity and financial indicators incremental funding.
- Coordinate with other Emergency Plan Agencies: CDC, DOL, DOD, and OGAC.
- Provide programmatic and technical assistance for comprehensive rehabilitation and other HIV/AIDS prevention activities.
- Act as primary liaison with rehabilitation programs on behalf of USAID/Vietnam.

B. Program Design and Implementation:

- Provide programmatic and technical assistance for comprehensive rehabilitation and HIV/AIDS prevention activities. Work with CDC, DOL and DOD-sponsored programs and maintain current knowledge and information on rehabilitation and HIV/AIDS prevention worldwide, the Mekong region, specifically in Vietnam.
- Design new innovative activities, such as those needed for comprehensive rehabilitation programs, HIV/AIDS prevention and/or Information, Education and Communication (IEC) strategies.
- Develop scopes of work as they relate to project activities and proposals/work plans related to activities.
- Design appropriate means of tracking specific field support activities and make suggestions on the specific details of implementation with recommendations for improvement.

C. Monitoring and Evaluation:

- Take the lead on the regular monitoring and evaluation of HIV/AIDS partner activities in conjunction with the USAID HIV/AIDS M&E Specialist and the CDC M&E Advisor. Manage quarterly and annual programmatic and financial reports from rehabilitation and HIV/AIDS prevention program partners.
- Work closely with the HIV/AIDS program partners and the Regional Development Mission/Asia Office of Financial Management to review and assess monthly accrual report.
- Take an active role in data collection and synthesis for USAID/Vietnam's Annual Report and other performance monitoring plans, in conjunction with the Rehabilitation and HIV/AIDS Development Specialist, the HIV/AIDS and Health Program Manager and the Country Program Manager.

D. Additional Project Support:

Serve as a member of Mission teams responsible for guiding the development, implementation, and evaluation of USAID assistance and provide assistance and support with monitoring selected components of complex HIV/AIDS activities including semi-annual, annual reviews, contact with high ranking government officials and NGOs. Other projects as assigned.

REQUIRED SKILLS, BACKGROUND, AND EXPERIENCE

- Masters degree in the field of Social Work, Education, Public Health, Nursing, Medicine, Health Sciences & Administration or a related field is required. Advanced Degree (PHD or MD) in a public health related field such as medicine, nursing, Health Sciences and Administration is highly preferred.
- Minimum of five years in progressively more responsible positions in the field of public health and development with at least three or more years of this experience with a U.S. Government Agency or other international/local organization or donor.
- Prior experience and technical or policy-related knowledge in drug abuse, community rehabilitation programs, and HIV/AIDS prevention is required. Project/organizational management experience also a plus.
- Excellent written and oral communication skills in English. Vietnamese proficiency preferred.
- Comprehensive knowledge of the concepts, principles, techniques and practices of HIV/AIDS prevention, care, treatment and support programs is required. Knowledge and understanding of the Vietnamese Health Systems and the appropriate government and non-government entities.
- Understanding of sexual health and human rights issues and advocacy.
- Strong quantitative and analytical skills; computer proficiency.
- Ability to travel within country and region for extended period of time and to work additional hours as required.
- Ability to work collaboratively with team, government officials, and donor agencies.
- **US Citizenship required. Applicants selected will be subject to security investigation and must meet eligibility requirements for access to classified information.**

SALARY AND BENEFITS:

Salary will be based on commensurate experience and earnings history. The Public Health Institute offers a comprehensive benefits package including professional development programs.

TO APPLY:

Send a current CV and cover letter that clearly outlines your relevant experience, salary history, and how you heard about the posting to:

Recruitment Manager
Population Leadership Program
555 12th Street, suite 1050
Oakland, CA 94607
Email: recruitment@popldr.org
Fax: 510-285-5661

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